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No. No.*

LOCAL AUTHORITY NOTICES • PLAASLIKE OWERHEIDS KENNISGEWINGS

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LOCAL AUTHORITY NOTICES • PLAASLIKE OWERHEIDS KENNISGEWINGS

LOCAL AUTHORITY NOTICE 1506 OF 2015**EKURHULENI METROPOLITAN MUNICIPALITY
COUNCIL STANDING ORDERS BY-LAWS**

NOTICE IS HEREBY GIVEN in terms of the provisions of section 7 of the Rationalization of Local Government Affairs Act, 1998 (Act 10 of 1998), read with sections 11, 12 & 13 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) that the Ekurhuleni Metropolitan Municipality at a meeting held on 30 July 2015 under item A-RC (208-2014) resolved to amend the Council's Standing Orders By-laws as set out hereunder.

The said amended By-laws come into operation on the date of publication in the Provincial Gazette.

K Ngema, City Manager, Ekurhuleni Metropolitan Municipality, 2nd Floor, Head Office Building, corner Cross and Rose Streets, Private Bag X1069, Germiston, 1400

28 August 2015

Notice No 12/2015

**EKURHULENI METROPOLITAN MUNICIPALITY
STANDING ORDERS BY-LAW**

[COUNCIL RESOLUTION: A – RC (21-2011) DATED 29 SEPTEMBER 2011]

[Date of Commencement: 10 October 2011]

as amended by

[COUNCIL RESOLUTION: A – RC (28-2014) DATED 30 JULY 2015]

[Date of Commencement: 28 August 2015]

To provide for meeting procedures, order at Council meetings, conduct of Council business, debates, questions, roles of political office bearers and to provide for matters incidental thereto.

BE IT ENACTED by the Council of the Ekurhuleni Metropolitan Municipality, as follows:-

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CHAPTER 1

INTERPRETATION

1. Definitions

In these rules, unless the context indicates otherwise -

"Adjourning the Council or a meeting of a committee" means closing the meeting. Any unfinished business needs to be rescheduled by inclusion on the next Council or committee meeting agenda;

"Act" means Local Government: Municipal Structures Act, Act No. 117 of 1998;

"Agenda" means the compilation of items or reports that will serve at a specific Council or committee meeting;

"CAPEX", means capital expenditure;

"Council business" means any item before Council or its committees or other business that the Council or its committees may consider;

"Chairperson of committees" means the person who chairs the committee of chairpersons;

"Committee" means a committee of Council, unless otherwise indicated, e.g. Executive Mayoral Committee;

"Council Chamber" means the room in which the proceedings of the Council take place, excluding those areas where members of the public and the media may listen to proceedings;

"Council Precinct" means any place *de facto* occupied by Councillors for their duties and over which the Speaker has authority;

"Chief Whip of Council" means the chief whip elected by Council;

"Constitution" means the Constitution of the Republic South Africa, Act 108 of 1996;

"Council" means an assembly of elected representatives in Ekurhuleni Metropolitan Municipality in plenary;

"Councillor" means a member of the Council;

"Executive" means the Executive Mayor and Members of the Mayoral Committee;

"Extraordinary meeting" means a meeting convened outside scheduled meetings for Council or a committee to conduct urgent business or consider a matter of public urgency;

"IDP" means Integrated Development Plan;

"Language of record" means English;

"Language of the Council" means English as the language of communication (also refer to the approved language policy of Council);

"Leader of Executive Business in Council" is a Councillor appointed by the Executive to manage the interface between the Executive and the Legislature;

"Legislature" is the legislative/oversight arm of Council;

"Majority of the members of the Council" means half the members of the Council plus one (1);

"MFMA" means Local Government: Municipal Finance Management Act, Act 56 of 2003;

- “MMC”** means Member of the Mayoral Committee;
- “MoE”** means Municipal Owned Entity of the Ekurhuleni Metropolitan Municipality;
- “Motion”** means a proposal for a resolution to be adopted or debated by Council;
- “MPAC”** means Municipal Public Accounts Committee;
- “Municipal Code”** means the official record of all applicable by-laws;
- “Party whip”** means a Councillor elected and designated by their party to serve in that capacity;
- “Petitions policy”** means the adopted Council petitions policy;
- “Quorum”** means a total of 50% plus one (1) of councillors elected, unless otherwise stipulated in the rules;
- “Rule”** means a regulation or principle governing conduct or procedure and having full enforcement authority;
- “SALGA”** means South African Local Government Association;
- “Secretary”** means the Secretary to Council or any person delegated or appointed by the Secretary to Council to perform Council secretariat functions in her/his absence;
- “Security Officer”** means the security personnel employed directly by or subcontracted to the Ekurhuleni Metropolitan Municipality and employed to ensure the safety of the property and persons in Ekurhuleni;
- “Speaker of Council”** means the person who determines the proceedings of the Council and keeps order;
- “Session”** means the period between the opening and closing meetings of Council each calendar year;
- “Special meeting”** means a Council or Committee meeting convened to conduct ceremonies in accordance with rule 19;
- “Systems Act”** means Local Government: Municipal Systems Act, Act 32 of 2000; and
- “Whippery”** means a structure representative of all political party whips.

CHAPTER 2 STANDING ORDERS (ss 2 – 102)

Part 1 *The rules (ss 2 – 8)*

2. Purpose of the rules

- (1) These are rules for proceedings of Council and for the exercise of its powers in the Ekurhuleni Metropolitan Municipality.
- (2) The rules are intended to enable the Council to fulfil its Constitutional mandate. This means that they must -
 - a) Promote the orderly conduct of Council and its committees;
 - b) Promote the ability of Council to conduct its business, oversee the Legislature, Executive and facilitate public participation;
 - c) Facilitate debate and discussions;

- d) Ensure that all parties and councillors have an opportunity to participate in the work of the Council in line with the constitutional dispensation;
 - e) Ensure public access to the Council and its proceedings and facilitate public participation in its processes; and
 - f) Promote democratic order, non-racialism, non-sexism, and exclude any other form of discrimination.
- (3) These rules are not intended to diminish or restrict the Council's powers, privileges and immunities.

3. Publication and display of the rules

These rules must be published in the language of record (English) for councillors, officials and members of the public and, upon request, be made available into any of the approved official languages of Ekurhuleni.

4. Authority and application of the rules

- (1) These rules apply to:
- (a) All councillors;
 - (b) All parties represented in the Council;
 - (c) All employees of the Municipality in the course and scope of their employment;
 - (d) Any consultant or contractor to the Municipality, in the course of fulfilling their consulting or contractual obligations; and
 - (e) The members of the public when in the precincts of Council.
- (2) A person against whom any action has been taken in terms of these rules, may request within 24 hours written reasons from the Secretary of Council who needs to provide such reasons within five (5) working days after receipt.

5. Precincts of Council

- (1) The precincts of Council is the area of land and every building or part of a building under the Legislature's control, including –
- a) The Chamber in which the proceedings of Council are conducted and the galleries and lobbies of the chambers;
 - b) Committee rooms and other meeting places provided or used primarily for Council's purposes;
 - c) Every other building or part of a building provided or used in connection with the proceedings of Council, while so used; and
 - d) Every part of the buildings in which the chambers are situated, and every forecourt, yard, garden, enclosure or open space appurtenant thereto.
- (2) Insofar as it may be necessary, in a case where Council or committees convene beyond the seat of Council, these rules apply as if the premises where Council or committees are meeting were within the precincts of Council.

6. Amending the rules

- (1) A rule may be amended, revoked or added by a resolution of the Council.

- (2) Any councillor proposing a change to the rules must submit the proposal in writing at least thirty (30) days prior to a Rules Committee meeting.
- (3) A resolution of the Council to change the rules must be introduced by the Speaker of Council and accompanied by a report of the Rules Committee.

7. Interpretation of the rules

- (1) The Speaker of Council must give a ruling -
 - (a) Whenever a question arises about the interpretation or application of a rule; and
 - (b) In cases not provided for in these rules.
- (2) When the Speaker of Council gives a ruling, she or he must consider best practice and be guided by:-
 - (a) Ordinary/dictionary meaning;
 - (b) Previous rulings, including from other legislative institutions; and
 - (c) The established practices of the Council.
- (3) The Speaker may give a ruling or frame a rule in respect of any eventuality for which these rules do not provide. A rule framed by the Speaker remains in force until a meeting of the Rules Committee has submitted a report thereon to next Council meeting.
- (4) A rule framed by the Speaker on which there is a request for review thereof, remains in force until a meeting of the Rules Committee has submitted a report thereon to the next Council meeting.
- (5) Rulings approved by Council must be compiled in a rulings booklet for future reference.

8. Suspension of Rules

- (1) Council may, by resolution, dispense with or suspend a provision of these rules for a specific period and purpose.
- (2) A councillor wishing to propose a resolution suspending a provision of the rules must do so by introducing a motion for the suspension of rules following the procedure set out in rule 85.
- (3) The councillor may introduce the motion for the suspension of one or more rules for the duration of or part of the meeting.
- (4) A motion under this rule may be introduced without notice and must indicate the reason for and duration of the proposed suspension.
- (5) The suspension of any provision of the rules must be limited in its operation to the particular purpose and duration for which the suspension has been approved.

Part 2
Ceremonies (ss 9)

9. Ceremonies

- (1) Ceremonies constitute -
 - (a) The first meeting of the Council after an election;
 - (b) The State of the City Address by the Executive Mayor;
 - (c) Designated special and extraordinary meetings, as determined by the Speaker of Council; and
 - (d) The last Council meeting of the calendar year.
- (2) A praise singer, poet or performing artist may perform and the National Anthem must be sung at the State of the City Address and Budget Day.

Part 3
First meeting after an election (ss 10 – 14)

10. Council sits within fourteen (14) days

In accordance with Section 29(2) of the Act, the City Manager must call the date and time of the first meeting and opening of Council, within 14 days after the Council has been declared elected.

11. Councillors take oath or affirmation

- (1) At the first meeting of the Council after an election, after the notice convening the Council has been read and before councillors may begin to perform their functions, they must swear or affirm faithfulness and obedience to the Republic, the Constitution and Council before a magistrate.
- (2) Councillors who fill a vacancy in the Council between elections, after being declared by the IEC and before they begin to perform their functions, must swear or affirm faithfulness and obedience to the Republic, the Constitution and Council before the Speaker of Council in the Council meeting.

12. Election of Speaker of Council

- (1) After all councillors have taken the oath or affirmation, the Council must elect one of its councillors as the Speaker of Council, in accordance with the procedure set out in Section 36 of the Act.
- (2) The City Manager or the nominee of the MEC for Gauteng Local Government must preside over the election.

13. Election of Executive Mayor

- (1) After the election of the Speaker, the Council must elect one of its councillors as the Executive Mayor, in accordance with Section 55 of the Act.

(2) The Speaker of Council must preside over the election of the Executive Mayor.

14. Election of the Chief Whip of Council

(1) After the election of the Executive Mayor, or whenever the position of Chief Whip of Council is vacant, the Speaker must call for nominations from councillors for the position of Chief Whip of Council.

(2) The procedure followed in the election of the Speaker and the Executive Mayor must apply.

Part 4

State of the City Address by the Executive Mayor (ss15-16)

15. State of the City Address

The Executive Mayor must deliver the State of the City Address which must occur after the State of the Nation and State of the Province Address, respectively.

16. Debate on the State of the City Address by the Executive Mayor

The Executive Mayor's address must be debated within seven (7) days of the Executive Mayor's State of the City Address.

Part 5

Ordinary, Extraordinary and Special Council Meetings (ss 17 – 22)

17. Ordinary Council Meetings

Ordinary meetings are all meetings of Council as per the annual year planner, to conduct the normal business of Council as per the Agenda. The provisions of rule 45 apply.

18. Extraordinary Council Meetings

(1) The Speaker may, if it is necessary to obtain an urgent Council resolution on a matter, call an extraordinary meeting of the Council to conduct business outside of the scheduled meetings.

(2) An extraordinary Council meeting may be convened to deal with matters of public urgency which cannot be held over until the next scheduled ordinary meeting including, but not limited to:-

- (a) the passing of the member of the Council;
- (b) the passing of the national figure; or
- (c) a local disaster.

- (3) The Speaker may give Councillors notice of the extraordinary meeting which may be within twenty-four (24) hours.

19. Special Council Meetings

- (1) The Speaker may convene a special Council meeting to conduct ceremonies of Council such as –
- a) the Executive Mayor's State of the City Address; or
 - b) the passing of the Budget and IDP; or
 - c) to hear an address by a visiting dignitary e.g. –
 - i) Minister's address
 - ii) MEC's address
 - iii) Heads of organs of state or institutions supporting democracy; or
 - iv) Person who may have performed outstanding service to Ekurhuleni.
- (2) Only the business for which it has been designated and convened may be conducted at a special Council meeting.
- (3) The Speaker must consult the Chief Whip of Council and the Leader of Executive Business before the meeting may be convened.
- (4) The requirements of rule 45 relating to notice apply.
- (5) The Speaker shall give a 24 hours' notice to all Councillors where there will be a burning of religious incenses during the special council meeting.

20. Consideration of Budget and Tariffs

Notwithstanding anything to the contrary in these rules contained, the following provisions must apply when the budget and tariffs are considered by the Council-

- (1) The budget format has to comply with the relevant legislation.
- (2) The draft budget and draft tariffs must be tabled at least ninety (90) calendar days before the budget and tariffs are formally presented to Council for resolution.
- (3) The Executive Mayor shall formally present the budget, Integrated Development Plan and tariffs to a meeting of Council on a day that meets the legal obligations of Council and shall be known as "Budget Day".
- (4) No proposal which is designed to increase or decrease the estimated revenue or expenditure of the Council must be put to the vote before the debate on the budget has been closed.
- (5) After all the amendments have been dealt with and if any proposal contemplated in sub-rule (4) has been accepted, the budget and tariffs must not be deemed to have been amended by the proposal thus accepted. But, the meeting must be adjourned to a date and time determined by the Speaker, unless the Executive Mayor, or a

Member of the Mayoral Committee authorized by her/him, recommends that such adjournment is not necessary.

- (6) The debate and resolution of the budget, Integrated Development Plan and tariffs shall take place at the next meeting after Budget Day. After the debate on the budget and tariffs has been closed, the Speaker must put to the vote the proposals contemplated in sub-rule (4), in the order in which they were proposed.
- (7) If it is decided in terms of sub-rule (5) that the meeting need not be adjourned, the budget, Integrated Development Plan and tariffs must be deemed to have been amended in accordance with the proposal accepted in terms of that sub-rule.
- (8) After an adjournment in terms of sub-rule (5), the Executive Mayor must investigate the implications of every proposal accepted and must report thereon to the Council when the meeting resumes.
- (9) After the Executive Mayor has reported in terms of sub-rule (5) -
 - a) The Speaker must permit debate on the proposals accepted; and
 - b) Thereafter, she/he must put every such proposal to the vote again. If such proposal is accepted, the budget must be amended in accordance with that resolution.

21. Consideration of the Integrated Development Plan (IDP)

- (1) A draft Integrated Development Plan must be tabled at least ninety (90) calendar days before the Budget Day.
- (2) Integrated Development Plan and tariffs are formally presented to Council on Budget Day in terms of rule 19 above.
- (3) The draft Integrated Development Plan must include in numerical order -
 - a) The cumulative community based plans (including budgets and timeframes), all existing and planned services and capital projects that will be delivered in each ward in the period covered by said Integrated Development Plan; and
 - b) All city and provincial capital projects (including budgets and timeframes) by City Administrative Region that cannot be reasonably allocated to a specific ward.

22. Consideration of the Annual Report of the Ekurhuleni Metropolitan Municipality by Council

- (1) In accordance with Section 127 of the Municipal Finance Management Act and within 120 calendar days after the end of the Financial Year, the Executive Mayor of Council shall table the Annual Report of the City.
- (2) When the Annual Report of the City is tabled and prior to any debate on the report, the Speaker of Council must refer the Annual Report of the City to the Municipal Public Accounts Committee (MPAC) and relevant oversight committees, with MPAC being the lead committee.

- (3) In accordance with Section 130 of the Municipal Finance Management Act, the City Manager, the Chief Financial Officer and the heads of departments must attend any of the Council or Committee meetings at which the Annual Report of the City is discussed, for the sole purpose of responding to any questions.
- (4) In accordance with Section 129 of the Municipal Finance Management Act, the consolidated report of the oversight committees shall only recommend one of the following to Council -
 - a) Approval of the annual report with or without reservations;
 - b) Rejection of the annual report; or
 - c) Referral of the annual report back for revision of those components that can be revised.
- (5) MPAC must table to Council an Oversight Report on the Annual Report of the City within two months after the report has been referred to the Committee.
- (6) In accordance with Section 130(2) of the Municipal Finance Management Act, at the meeting referred to in sub-rule (5) above, representatives of the Auditor-General may be afforded an opportunity to speak, subject to the rules.

Part 6

Councillors (ss 23 – 27)

23. Councillor's attendance

- (1) Councillors must attend each obligatory (Section 79 Committee and Council) meeting of the Council and the relevant committees unless the request for leave of absence has been approved by the relevant Whips twenty-four (24) hours before the meeting in writing or in the case of emergency, within reasonable timeframes.
- (2) For Council, such requests are to be put to the Speaker of Council and for committee meetings to the Chairperson.
- (3) A Councillor who is absent from three or more consecutive meetings of Council, or from three or more consecutive meetings of a committee which that councillor is required to attend, without approved leave of absence must be deemed to be in contempt of Council in accordance with rule 165.

24. Councillors conduct

When attending to the business of the Council and committee meetings, every councillor must -

- (1) Behave in a way that demonstrates respect for the Council, the Speaker of Council, committee chairpersons and other councillors.
- (2) Conduct themselves in compliance with the Code of Conduct for Councillors and in accordance with the provisions of these rules.

- (3) Dress in an appropriate and acceptable attire as prescribed in the Council Dress Code Policy.
- (4) Not distribute any Council or committee related material prior to the conclusion of the meeting, to the members of the public or any external bodies.
- (5) Be identified at all times by wearing a name badge and in instances where a Councillor acts in her/his official capacity as a Councillor of Ekurhuleni Metropolitan Municipality.

25. Councillor's right of access to documents

- (1) Every Councillor has the right to examine any document tabled in the Council, including any of its committees and to receive a copy of that document upon submission of a written request to the Speaker of Council.
- (2) A Councillor may not reveal the contents of any document that has been withheld from the public under sub-rule (1) above.

26. Exclusion of Councillors Publishing or Disclosing Documents

- (1) Any Councillor who publishes or discloses or causes to be published or disclosed any document or record of the Council or the proceedings of any committee of the Council or of a committee of the whole Council relating to any purchase or expropriation of land or other property by the Council or any legal or arbitration proceedings in which the Council is concerned, or the agenda or minutes or document or records, or any part thereof, of the Council in committee or of the Mayoral Committee in committee or another committee of the Council in committee, or any matter the publication or disclosure of which would or might be prejudicial to the interests of the Council must be dealt in terms of section 14 of Schedule 1 of the Systems Act.
- (2) The Council may exclude for such period as it may determine, but not exceeding sixty (60) days, any Councillor who in its opinion is deemed guilty of the offence in terms of sub-rule (1).
- (3) If a Councillor attends a meeting in contravention of a decision in terms of sub-rule (2) to exclude such Councillor, the Speaker of Council may call upon a Security officer to remove such Councillor and to take steps to ensure that such Councillor does not return to the meeting.
- (4) The Speaker of Council must refer the conduct of such a Councillor to the Ethics Committee for consideration and a report.

27. Disclosure of Financial Interests

- (1) A Councillor has to disclose a financial interest in terms of Item 5(1) of the Code of Conduct for Councillors in Schedule 1 of the Systems Act and must do so forthwith after the item, or motion, in respect of which such interest exists has been called.

- (2) A Councillor may not speak for more than ten (10) minutes on the question of whether her/his financial interest as contemplated in sub-rule (1) is so small or remote as to render a clash of interests unlikely, unless the Speaker allows her/him to continue her/his speech for a further five minutes.
- (3) The speech contemplated in sub-rule (2) must not for the purposes of this rule be regarded as a speech on the recommendation, motion or proposal under debate.
- (4) All Councillors must ensure that at all times they strictly adhere to the Code of Conduct for Councillors, Schedule 1 of the Systems Act, in respect of all declarations and disclosures of financial interest.

Part 7

Openness and Public Participation (ss 28 – 34)

28. Public access

- (1) Council and Section 79 Committee meetings must be open to the public, including the media, subject to rules 32 and 33.
- (2) The Secretary of Council as delegated must inform the public of the proceedings of the Council and its committees by publishing in the press, on the website and other appropriate media, details of the time and place of meetings.

29. Regulating public access

- (1) The Council must take reasonable measures to regulate public access, including access by the media.
- (2) The regulation of public access to the precincts of the Council, subject to these rules, is the responsibility of the Speaker of Council, which discretion must be exercised reasonably.
- (3) In the interest of security or to prevent any disruption of proceedings, the Speaker may provide for any person to be searched and refuse entry to, or remove any person.
- (4) A committee may exclude the public, including the media and officials, from a meeting only when it is reasonable and justifiable to do so in an open and democratic society.
- (5) Circumstances in which it is reasonable and justifiable to exclude the public from a committee meeting may, but must not necessarily, occur when the committee is considering a matter that -
 - a) Should be discussed behind closed doors to avoid prejudicing a person unfairly;
 - or
 - b) is confidential in terms of legislation.

30. Conduct of members of the public

- (1) When attending a Council meeting, members of the public, including the media, must conduct themselves in an orderly manner and be dressed appropriately. The Speaker

will use her/his discretion in Council to determine if members of the public are dressed inappropriately.

- (2) Members of the public attending the Council or a committee meeting may not disrupt proceedings and must observe the directions of the Speaker of Council or a committee chairperson.
- (3) Members of the public have observer status, unless indicated otherwise by the Speaker of Council or a committee chairperson.
- (4) The Speaker of Council or a committee chairperson can instruct a person to leave the precincts of the Council when she or he disrupts proceedings or is otherwise involved in any misconduct.
- (5) Security officer may remove members of the public from the precincts of the Council if they -
 - a) Do not withdraw from a meeting or leave the precincts of the Council on the instruction of the Speaker of Council or a committee chairperson;
 - b) Have entered any part of the precincts which has been set aside for Councillors only;
 - c) Interrupt proceedings or are otherwise involved in misconduct; or
 - d) Are a threat to the security of Councillors or other persons present.

31. Public access to records and documents

- (1) The records of the Council and its committees and all documents tabled in the Council and its committees must be accessible to the public and the media.
- (2) A decision to withhold records or other documents from the public may be made under this rule only and must be compatible with the protection of freedom to information in the Constitution and the Promotion of Access to Information Act, Act 2 of 2000.
- (3) The Council may, by resolution, order that documents referred to in sub-rule (2) may not be made public.
- (4) Notwithstanding sub-rule (1), the following documents may not be made public unless they have been tabled in the Council or the Speaker has given permission for them to be made public -
 - a) The proceedings of or evidence taken by, or placed before, a committee while the public were excluded from the meeting in terms of rule 29;
 - b) Any report, or summary or record of proceedings, or evidence referred to in (a);
 - c) Any document presented to the committee as a confidential document and declared confidential by the committee;
 - d) Any document that the committee chairperson declares confidential before it is submitted to members of the committee.
- (5) A committee may resolve to request the formal written consent of the Speaker to not include information listed in sub-rule (4) in respect of a committee report.

32. Public access to Council and its Committees

- (1) Council and all its committees must normally be open to the public and media subject to section 20(1) of the Systems Act and rule 25.
- (2) The Speaker of Council shall make every effort to facilitate access including the relocation of a meeting to an appropriate venue, especially with respect to access for persons with disabilities and the anticipated interest in the committee's agenda. Access is however restricted in terms of the relevant sections of the Health and Safety Legislation.

33. Public participation in Committees

- (1) The Council must facilitate access by members of the public in the processes of its committees, excluding the Mayoral Committee, in line with the Constitution and the Act.
- (2) Any member of the public and any institution or organization may request to appear before, or may make a written submission to, a committee with regard to a particular matter.
- (3) Members of the public, including the media, must apply in writing forty-eight hours (48 hrs) before the committee meeting and the chairperson of the committee must respond thereto twenty-four (24) hours before the Committee meeting.
- (4) The Speaker of Council or committee chairperson must determine the seating arrangements for the public, including the media, in committee rooms.
- (5) Any member of the public who has made a written submission to a committee of Council may request the chairperson of the committee to make a verbal submission of not more than ten (10) minutes to the committee on the same subject.
- (6) A committee of Council may ask questions to any member of the public making a verbal submission to the said committee.

34. Assistance for public participation

In order to provide effective opportunities for public participation, the Secretary of Council may assist a person to –

- (1) Formulate a written submission to a committee;
- (2) Appear before a committee; or
- (3) Present a verbal submission to a committee.

Part 8
Petitions (ss 35 – 39)

35. Right to petition

- (1) A member of the public has the constitutional right to petition the Council.
- (2) The right to petition the Council must be exercised in accordance with the Petitions Policy.

36. Submission of petition

- (1) A petition must be submitted to the Speaker of Council in writing and in the form prescribed by the Petitions Policy.
- (2) All petitions that meet the requirements of the Policy must be referred to the Petitions and Public Participation Committee.

37. Assistance for petitions

Where a petition does not meet the form prescribed by the Petitions Policy, assistance shall be given by the Secretary to Council to the petitioners to ensure that the requirements are met.

38. Consideration of petitions

- (1) The Petitions and Public Participation Committee must consider all petitions that are properly submitted in terms of the Petitions Policy.
- (2) The committee may use all the powers given to it to facilitate a conclusion to a Petition in terms of the Petitions Policy.
- (3) The secretary to Council must inform the petitioner of the receipt of, progress and, decision of said committee and of any other action taken by the committee of Council, in terms of the Petitions Policy.

39. Reports of Petitions and Public Participation Committee

- (1) The Petitions and Public Participation Committee must submit quarterly and annual reports to the Council in terms of rule 131.
- (2) The quarterly and annual report must-
 - a) set out the activities of the committee and the time to respond to the petitions received;
 - b) include an assessment of the effectiveness of the petitions process and procedures; and

- c) include an assessment of each member of the Mayoral Committee's performance with respect to petitions received and an evaluation of trends.

Part 9

Meetings of Council (ss 40 – 50)

40. Meetings of the Council

- (1) In terms of section 18(2) of the Act, the Council must meet at least quarterly.
- (2) In terms of section 29(1) of the Act, the Speaker decides where and when the Council meets, subject to sub-rule (1) above. However if a majority of the Councillors request the Speaker in writing to convene a meeting of the Council to debate any matter, except a matter contemplated in Chapter 2 Rules 9 - 16, and subject to Chapter 2 Rules 17 - 22, the Speaker must convene a meeting as per the request.
- (3) The Speaker may convene ordinary, special and extraordinary meetings.
- (4) The meetings in terms of sub-rule (1) and such further meetings as the Speaker may determine must be conducted as ordinary meetings at which the order of business must be stated.

41. Order at beginning of Council meeting

- (1) All Councillors are to be seated ten (10) minutes prior to the starting time of Council meeting.
- (2) Councillors, officials and all present must all rise and remain standing for the entrance of the Speaker of Council until instructed by the Speaker of Council to be seated.

42. Prayer and meditation at beginning of meeting

At the commencement of each plenary meeting of the Council, the Speaker of Council must request a moment of silence to allow for individual prayer and/or meditation. Alternatively the Speaker may request a designated person to render a prayer at Council meetings.

43. Congratulations and Condolences

At the commencement of each plenary meeting of the Council, and where applicable, the Speaker of Council shall read-out congratulations or condolences.

44. Members of the Mayoral Committee notice of leave

- (1) A Member of the Mayoral Committee (MMC) must apply for leave of absence from a Council meeting to the Speaker of Council in writing, authorizing another MMC to take charge of her/his matters on the Council agenda.
- (2) Such notice must be given in writing twenty-four (24) hours prior to the Council meeting.

45. Notice of Meetings

- (1) Notice of the time and place of every ordinary and special meeting of the Council must –
 - (a) be signed by the Speaker of Council; and
 - (b) be served on every Councillor either personally or by leaving the notice at her/his usual place of residence or place of business, and electronically by email at least seventy-two (72) hours before such meeting.
- (2) The accidental omission to serve on any Councillor such notice as is referred to in this rule must not affect the validity of any meeting.
- (3) The notice in terms of sub-rule (1) must set-out the business to be considered at a meeting for which such notice has been given.

46. Attendance Register for Council Meetings

Every Councillor attending a meeting must sign her/his name in the attendance register, which must be made available during the course of the meeting and which may be captured electronically.

47. No Quorum during Meeting and adjournment

- (1) If during any meeting, the attention of the Speaker is called to no quorum during the meeting, Councillors present must be counted and if it is found that there is no quorum, the Speaker must cause the call bell to be rung for at least three (3) minutes. If after an interval of five (5) minutes there is still no quorum, the Speaker must forthwith adjourn the meeting.
- (2) Business not disposed of at a meeting adjourned in terms of sub-rule (1) must be dealt with at a meeting convened by the Speaker for this purpose, or may be held over until the next ordinary meeting.

48. Informal Session

- (1) When a meeting is adjourned, notice of the adjourned meeting must be reflected in the Minutes of Proceedings, in terms of rule 138.
- (2) No business must be transacted at an adjourned meeting.
- (3) A meeting may be adjourned to allow the Council to go into an informal session at the discretion of the Speaker of Council. The duration of such session must be determined by the Speaker. A resolution formulated at an informal session must be read out for adoption once the Council reverts to formal session.

49. Order at adjournment

Officials and members of the public are to remain standing until the Speaker of Council, followed by the Executive Mayor and councillors have left the Council chamber.

50. Return of Attendance of Meetings

- (1) The Secretary to Council must for the first six months of a term of office of the Council after a general election and for each subsequent period of six (6) months thereafter, as soon as possible after the expiry of each such six monthly period, submit to the Council and include in the agenda of the meeting of the Council a return showing the attendance of each councillor at meetings of the Council and its committees.
- (2) The Secretary to Council must include in the return under sub-rule (1) above, explanatory notes with reference to rule 23 and the relevant provision(s) insofar as it relates to the specific Councillor's circumstances.

*Part 10**Arrangement of business (ss 51 – 53)***51. Business of the Council and Council Agenda**

- (1) The Programming Committee must determine all business of the Council in accordance with these rules.
- (2) The Speaker of Council must ensure that all business of the Council is placed on the Agenda.
- (3) At each meeting, the Council conducts its business in the order shown on the Council agenda unless –
 - a) The Council decides otherwise in terms of rule 89;
 - b) The Speaker of Council decides otherwise after consultation with the Leader of Executive Business and the Chief Whip of Council; or
 - c) The rules allow otherwise.
- (4) Those matters on the Council agenda not dealt with by the end of the political term lapse unless carried-over to the new Council by resolution of Council, subject to ratification by the new Council.

52. Speaking time in Council

- (1) For each Council meeting, the Whippers must compile a speakers' list with the councillors that are to speak in each debate; the order in which they are to speak; and the amount of time each councillor has for her/his speech.
- (2) In compiling the speakers' list, the Whippers must ensure that all parties represented in the Council have an opportunity to participate in proceedings in a manner consistent with democracy.
- (3) The Chief Whip of Council must submit a consolidated list, reflecting speakers from parties interested in participating in the debate, to the Speaker of Council not less than twelve (12) hours prior to the Council meeting.

- (4) The proportional time allocation per political party must be in accordance with Annexure B hereof and may be amended from time by agreement of the Whippery.
- (5) Notwithstanding the total time reserved for debate in sub-rule (4) above, the relevant MMC must be afforded an opportunity to respond and close the debate on the item.
- (6) The Executive Mayor should not be restricted with regard to the length of time that she/he may speak.

53. Statements by Members of the Mayoral Committee and the Chief Whip of Council

- (1) A Member of the Mayoral Committee and the Chief Whip of Council who wishes to make a statement in the Council with regard to a matter falling under her/his responsibility, must give written notice to the Speaker at least one day before the beginning of the meeting.
- (2) The Member of the Mayoral Committee and the Chief Whip of Council may make up to two statements per meeting and may speak for up to five minutes per statement, unless otherwise decided by the Speaker of Council.
- (3) Statements by Members of the Mayoral Committee and the Chief Whip must be accommodated under Official Notices and Statements on the Council agenda.

Part 11 *Rules of debate (ss 54 – 64)*

54. Free speech

The Speaker of Council should ensure that Councillors are allowed to speak and debate freely in the Council subject to rule 52.

55. Precedence of Speaker of Council

The Speaker of Council's right to speak takes precedence over the right of other Councillors to speak.

56. Councillors called to speak

A Councillor may speak in a debate only when called by the Speaker of Council.

57. Conduct of Councillors speaking

Councillors may rise and address the Speaker of Council when speaking in a debate.

58. Conduct of Councillors during a Council meeting

- (1) When Council is in session, Councillors may not -

- (a) walk between the Speaker of Council and a Councillor who is speaking;
- (c) walk in front of the presiding podium or approach the presiding podium;
- (d) engage in loud conversations;
- (e) use electronic equipment that disturbs the proceedings
- (f) eat or drink except what is provided in Council;
- (g) engage in a conduct or behaviour that disturbs the proceedings and/or undermines the decorum of the Council meeting.

59. Councillor may not speak twice to matter

- (1) Except when required or allowed by these rules, a Councillor may not speak more than once to a matter.
- (2) A Councillor may request permission to speak to a matter a second time in order to-
 - a) Clarify any misquotation or misunderstanding of any material part of her/his original speech;
 - b) Ask a question or make a remark in terms of rule 90, raise a point of order or personal explanation.

60. Content of debate

- (1) Councillors in the debate may not –
 - a) discredit the Council or Councillors by using disrespectful and offensive language;
 - b) refer to proceedings in Committee meetings that were closed to the public until those proceedings are reported to the Council;
 - c) refer to any other Councillor by that Councillor's first name(s) only;
 - d) comment upon the merits of any matter pending before the courts in a way that could interfere with the administration of justice or infringe upon the independence of the courts;
 - e) raise matters which are not factual and/or which they don't have personal knowledge or proof of;
 - f) attack the dignity and integrity of another person;
 - g) comment upon matters that are irrelevant to the matter under discussion;

- h) repeat arguments; or
 - g) anticipate the discussion of a matter appearing on the Council Agenda.
- (2) When a Councillor persists in irrelevance or repetition of arguments, the Speaker of Council must call attention to the conduct of the Councillor and may then direct the Councillor to stop her/his speech.
 - (3) In determining whether a Councillor is out of order on the grounds of anticipating the discussion of a matter appearing on the agenda, the Speaker of Council must take into account whether the matter is likely to be discussed in the Council within a reasonable time.

61. Interruption

Councillors may interrupt a Councillor who is speaking in a debate only to –

- (1) Raise a point of order; or
- (2) Call attention to the presence of an unauthorized person.

62. Points of order

- (1) A Councillor may raise a point of order to call the attention of the Speaker of Council to a breach of order.
- (2) When a point of order is raised during a debate, the Councillor who is speaking must stop speaking and resume her/his seat if standing.
- (3) After the point of order has been stated, the Speaker of Council must immediately make a decision or indicate when a decision must be made.

63. Clarification of explanations

- (1) A Councillor may request the Speaker of Council's permission to explain matters of a personal nature raised in the Council.
- (2) The Councillor must confine the explanation strictly to the personal matter and may speak for up to two (2) minutes.
- (3) The explanation may not be debated.

64. Reply to a debate

- (1) The Councillor in charge of an item on the agenda may reply to the debate on the matter.
- (2) A reply to a debate closes the debate.

Part 12
Order in meetings (ss 65 – 72)

65. Applicability of Rules

These rules apply to order in the Council and, when applicable, to order in Committee meetings.

66. Maintaining order

- (1) The Speaker of Council or Chairperson of the Committee must maintain order in meetings.
- (2) The Speaker of Council may, at any time during a meeting, if he/she deems it necessary for the maintaining of order, direct a security officer or security officers to remove or cause the removal of any person or persons.

67. Respect for Speaker of Council

- (1) In the Council, every Councillor and all officials and members of the public must bow to the Speaker of Council when entering or leaving the chamber during a Council meeting.
- (2) A Councillor may not engage in a debate or argument with the Speaker of Council in a Council meeting
- (3) A matter may not be debated further after the Speaker of Council has ruled on it.

68. Councillor ordered to withdraw

- (1) The Speaker of Council or Chairperson of the Committee may order a Councillor to withdraw immediately from a meeting for the remainder of that meeting or a shorter period if she or he thinks that -
 - a) The Councillor is deliberately contravening a provision of these rules;
 - b) The Councillor is in contempt of or disregarding the authority of the Speaker of Council or Chairperson of the Committee; or
 - c) The Councillor's conduct is grossly disorderly.
- (2) An order to withdraw must be recorded in the Minutes of Proceedings.

69. Serious contravention by a Councillor

- (1) If the Speaker of Council or Chairperson of the Committee thinks that a contravention committed by a Councillor is so serious that an order to withdraw is inadequate, he or she may -
 - a) If she or he is the Speaker of Council, suspend the Councillor and take any other action he or she deems necessary; or
 - b) If she or he is not the Speaker of Council, report the contravention to the Speaker, whereupon the Speaker, after consultation, may deal with the matter in terms of Chapter 6 of these rules.

- (2) Any action taken under this Rule must be announced in the Council and recorded in the Minutes of Proceedings.

70. Councillor to withdraw from precincts of Council

A Councillor ordered to withdraw, suspended or reported to the Speaker of Council under rule 69 must withdraw immediately from the precincts of the Council.

71. Expression of regret

- (1) A Councillor who has been ordered to withdraw from the precincts of the Council may submit to the Speaker of Council a written expression of regret within forty-eight (48) hours from the time of withdrawal.
- (2) If the Speaker of Council approves of the expression of regret, she or he may discharge the withdrawal and permit the Councillor to take her/his seat. The Speaker of Council must inform the Council accordingly.
- (3) The Speaker of Council must report an expression of regret that she or he has approved to the Council and it must be recorded in the Minutes of Proceedings.

72. Grave disorder

In the event of grave disorder in the Council or at a meeting of a Committee, the Speaker of Council or the Chairperson of the Committee, may adjourn the meeting or suspend proceedings for such period as she or he deems necessary.

Part 13

Decisions and voting (ss 73 – 78)

73. Quorum requirement for voting

- (1) When a decision is taken, the quorum requirement is fifty percent (50%) plus one (1) of Councillors present.
- (2) When the number of Councillors present is below that required for the vote, the bell must be rung for three (3) minutes. If there is still no quorum after three minutes have passed, the Speaker of Council may adjourn the Council and postpone the decision of the item.

74. Decisions postponed

- (1) When the debate on a recommendation has been concluded, the Speaker of Council may postpone the decision of the item until a time determined for such decision.
- (2) When the decision on a matter before the Council involves more than one item, the Speaker of Council may postpone the decision on each item until debate on all items has been concluded.

75. Questions put

- (1) The question to be decided must be put by the Speaker of Council and, if it is not heard or understood, the Speaker of Council must put it again.
- (2) Councillors decide on an item by calling either "Yes" or "No" after the Speaker of Council has put the question.

76. Declaration of Vote

- (1) The Speaker of Council may at any time after a question has been fully put, permit one member of each political party to state on behalf of her/his party, in a speech not exceeding one minute, the reasons why the party is in favour of or against the question.
- (2) A Councillor addressing the Council in terms of sub-rule (1), may read out aloud a written formulation of his/her party's viewpoint, and deliver a signed copy thereof at the presiding table for inclusion in the Minutes of the Proceedings.

77. Recording of Opposition

Whenever a question is put by the Speaker of Council, any Councillor may, instead of demanding a roll call in terms of rule 79, inform the Speaker of Council that she/he wishes her/his party's opposition on the item to be formally recorded in the minutes of the proceedings.

78. Voting

- (1) Questions before Council are decided on by a majority of fifty percent (50%) plus one (1) of the Councillors present.

Part 14
Roll call (ss 79 – 80)

79. Demand for Roll Call

- (1) After a question has been put and the Speaker of Council has indicated whether the "Yes" or "No" have it, any Councillor may demand a roll call, whereupon subject to sub-rule (3), a roll call shall take place and may not be debated.
- (2) Whenever a roll call is demanded, the Speaker of Council shall, before ordering the bells to be rung, satisfy herself or himself that at least four (4) Councillors of different parties support the demand for the roll call.
- (3) If fewer than four (4) Councillors of different parties support the demand for a roll call, the Speaker of Council shall forthwith declare the decision on the question.

80. Roll call Procedure

- (1) When a roll call is to take place, the Speaker of Council must order that –

- (a) The bell be rung for five (5) minutes; and
 - (b) After the lapse of five (5) minutes, the doors must be locked.
- (2) When the doors have been locked, Councillors may not enter or leave the chamber.
 - (3) The Speaker of Council must put the question.
 - (4) After the question is put, the Secretary to Council must call each Councillor present to voice "Yes" or "No" on the question, and the responses must be recorded.
 - (3) Every Councillor present in the Chamber must vote when the question is put.
 - (4) After completion of the roll call, the Secretary to Council must tally the votes; the whippy confirms the recorded votes and signs the roll call list.
 - (5) The Secretary to Council must hand the signed roll-call list to the Speaker of Council, who must immediately declare the decision on the question.

Part 15

Council in Committee (81)

81. Council in Committee

- (1) Notwithstanding anything to the contrary in these rules contained, a Councillor may at any time after an item on the agenda has been called or during consideration thereof, move that the Council resolves itself into in committee in terms of section 20 of the Systems Act for the further consideration of that item.
- (2) If the Council is in committee, the provisions of these Rules, except insofar as they are in conflict with this rule, must apply.
- (3) If the Council adopts a resolution in terms of sub-rule (1), the further debate on the item in question, whether in or out of committee, must for all purposes be deemed to be a continuation of the preceding debate on that item.
- (4) If a proposal in terms of the proviso to sub-rule (1) is carried, the Speaker of Council must determine when the items concerned must be considered and all such items must be considered consecutively.
- (5) At the conclusion of the consideration of items in committee, the Council must revert to the consideration of further items in open Council.
- (6) When the Council resolves itself into in committee, all members of the public and Council officials, except those officials that the Speaker of Council may require to remain, must leave the Council chamber and must not return to the Council chamber for the duration for the proceedings in committee.

Part 16

Motions and urgent debates (ss 82 – 90)

82. Nature of Motions

- (1) A Councillor who wishes the Council to adopt a resolution, either with or without debate, must introduce a motion.
- (2) A motion may, among other things, propose that the Council resolves to –
 - a) Adopt a report;
 - b) Make a recommendation to the Executive;
 - c) Amend a motion before the Council;
 - d) Pass a motion pursuant to a specific section of the Constitution;
 - e) Censure a person or body.
- (3) A motion must be within the jurisdiction of Council.

83. Form of Motions

- (1) A motion must be in writing in the language of the Council and must be signed by the Councillor who introduces the motion.
- (2) Another Councillor must second a motion, unless the Speaker of Council decides otherwise or if it is proposed by the Executive Mayor.
- (3) The seconder to the motion may carry the motion in the absence of the proposer.
- (4) If both the proposer and seconder are absent, then the motion falls away.

84. Admissibility of Motions

- (1) A motion is admissible only if it complies with these rules.
- (2) The Speaker of Council decides whether a motion is admissible, and where the motion has been ruled inadmissible the Speaker of Council must inform the Councillor concerned of the reasons for inadmissibility.

85. Motions without Notice

- (1) Every motion requires notice except a motion –
 - a) Proposing an amendment to a motion under rule 88;
 - b) Raising a point of order;
 - c) Postponing or discharging or giving precedence to an item on the Council agenda;
 - d) Suspending a provision or any part of these rules in terms of rule 8;

- e) By the Councillor in charge, proposing a resolution on the report of a Committee immediately after the conclusion of the debate on the report; and
 - f) For which another rule states that notice is not required.
- (2) A Councillor who wishes to introduce a motion without notice must read the motion out loud in the Chamber and deliver a signed copy to the Speaker of Council.
- (3) The Speaker of Council must put the question to allow or disallow the motion without notice to Council.

86. Giving notice of motions

- (1) A Councillor who wishes to introduce a motion must submit a signed copy of the motion to the Secretary of Council for placing on the Council agenda fourteen (14) days prior to a Council meeting.
- (2) A signed copy of the motion must be signed by the proposer and the seconder.
- (3) A Councillor may submit a motion to the Secretary of Council on behalf of an absent Councillor, if she or he has been authorized by the absent Councillor in writing.
- (4) Except when the rules permit otherwise or when the Speaker has given her/his consent, each motion must be considered by the Programming Committee for admission onto Council agenda.
- (5) If the Council is in recess when a motion is submitted to the Secretary to Council, it must be placed on the next Programming Committee Agenda after recess.

87. Selection of motions to be considered by Council

- (1) Unless the rules provide otherwise, a motion must be selected by the Programming Committee before it is considered by the Council.
- (2) The Programming Committee must consider the selection of the motion for consideration by the Council at its first meeting after the motion was submitted to the Secretary to Council.
- (3) Only a Proposer or Secunder may withdraw a motion that has been selected by the Programming Committee by informing the Speaker of Council in writing at least one (1) hour prior to the Council meeting.

88. Amending motions

- (1) Subject to these rules, a Councillor may propose amendments to a motion.
- (2) Proposed amendments to the motion must not be of such a nature so as to change the content of the original motion substantially.

- (3) Only a proposer or seconder may propose amendments to the motion under this rule.

89. Request for debate on a matter of urgent public importance

- (1) A Councillor who wishes the Council to discuss a matter of urgent public importance must make a request to the Speaker of Council in writing. The Councillor must make the request at least four (4) hours before the beginning of a meeting of the Council.
- (2) The proposer will be allowed to reply/respond to a debate.
- (3) The Speaker of Council may allow a debate on a matter of urgent public importance if it
- a) Requires the urgent attention of the Council.
 - b) Is within the jurisdiction and competence of Council;
 - c) Is not reflecting on matters that are *sub-judice*¹; and
 - d) Is factual.
- (4) There may only be one urgent debate on a meeting day. However, the Speaker of Council may allow more than one request, depending on the urgency and importance of the matter.
- (5) If the Speaker of Council grants the request, he/she must notify the Leader of Executive Business who in turn should inform the Executive Mayor and the relevant Member of the Mayoral Committee.
- (6) The Speaker of Council must place the matter on the Council agenda or, if the matter could not be placed on the Council agenda, the Speaker of Council must announce it in the Council meeting.

90. Debate on matter of urgent public importance

- (1) The Speaker of Council must decide when a debate on a matter of urgent public importance must start and the time allocated for it after consultation with the Chief Whip of Council.
- (2) The Councillor who moves for a debate on a matter of urgent public importance will open the debate and the Executive Mayor or the relevant Member of the Mayoral Committee (MMC) must be allocated time to speak to the debate.

Part 17

Oral and written questions (ss 91 – 102)

91. Questions to Members of the Mayoral Committee

A Councillor may put questions for oral or written reply to a Member of the Mayoral Committee relating to –

¹ Relates to matters already enrolled in a court of law, although its parliamentary conventions, Presiding Officers in international jurisdictions, have over time been allowed the discretion to permit reference to be made to matters awaiting or under jurisdiction in all legal proceedings instituted, provided that there is no real and substantive danger of prejudice to the proceedings. The sub-judice rule may sometimes be applicable to inquiries.

- (1) Council affairs with which the Member of the Mayoral Committee is officially connected;
or
- (2) Any matter of administration for which the Member of the Mayoral Committee is responsible.

92. Form and content of questions

- (1) Questions must be –
 - a) In writing in the language of the Council; and
 - b) Brief and clearly worded.
- (2) A question must specify whether it is for oral reply or for written reply.
- (3) Questions may not –
 - (a) Contain offensive, disrespectful and abusive language;
 - (b) Express a point of view;
 - (c) Break a rule of law;
 - (d) Seek only legal opinion;
 - (e) Ask for excessive documentation;
 - (f) Be based on hypotheses, hearsay, arguments or deduction;
 - (g) Request comment upon the merits of any matter pending before the courts in a way that could interfere with the administration of justice or infringe upon the independence of the courts;
 - (h) Anticipate discussion of a matter appearing on the agenda; or
 - (i) Refer to proceedings in committee meetings that were closed to the public until those proceedings are reported to the Council.

93. Admissibility of questions

- (1) A question is not admissible if it –
 - a) Does not comply with rule 92(2) above; or
 - b) Seeks information that has been provided in response to a similar question in the previous six (6) months.

- (2) The Speaker of Council decides whether a question is admissible.

94. Placing questions on the Question Paper

- (1) A Councillor who wishes to ask a question must deliver a signed copy of the question to the Secretary to Council for placing on the question paper.
- (2) A Councillor may seek the support of other councillors to ask a question. The names and parties of the supporting Councillors must be recorded on the question paper.
- (3) A Councillor who wishes to ask a question with the support of one or more other Councillors must ensure that those Councillors add their signatures to the question before it is delivered to the Secretary to Council.
- (4) A Councillor may deliver a question to the Secretary to Council on behalf of an absent Councillor, if he or she has been authorised by the absent Councillor in writing.
- (5) Each question must be placed on the question paper before it can be replied to.

95. Scheduling questions

- (1) Questions for oral reply must be placed on the Agenda of Council if received sixteen (16) working days prior to the Council Meeting and have been delivered to the Secretary to Council.
- (2) A question for written reply delivered to the Secretary to Council by the close of business sixteen (16) working days prior to the Council Meeting must be placed on the Question Paper.
- (3) Questions are to be forwarded to the Office of the Leader of Executive Business fourteen (14) days prior to the Council meeting.

96. Withdrawing questions

A Councillor who has submitted a question may withdraw it at any time before it is answered by notifying the Secretary to Council in writing. A question that is withdrawn must not receive an answer.

97. Questions for Oral Reply

- (1) Questions for oral reply must be answered at question time during Council meeting.
- (2) Question time is a period of at least thirty (30) minutes during each Council meeting during which questions placed on the question paper may be put to, and answered by, Members of the Mayoral Committee, except the Executive Mayor. The Councillor asking the question for oral reply must be present at the Council meeting to receive the response.

- (3) Members of the Mayoral Committee must divide the question time referred to in (2) above so as to ensure that all questions for oral reply are responded to within the allocated time.
- (4) Questions for oral reply must be dealt with in the order in which they appear on the question paper.
- (5) If the Secretary receives more questions for oral reply than can be responded to within the allocated time, he or she must engage Councillors whose questions are likely to not be responded about referring their questions for written reply.

98. Restrictions on questions for oral reply

- (1) If the Speaker of Council advises that a question for oral reply deals with matters of a statistical nature, he/she may decide that the question be placed on the question paper for written reply.
- (2) A Councillor may ask up to two questions for oral reply at any question time.
- (3) A question for oral reply may not have more than ten (10) sub-divisions.
- (4) Up to four (4) questions for oral reply relating to a particular department may be put to a Member of the Mayoral Committee at any question time.
- (4) Councillors may read their questions but may not read speeches during question time.
- (5) Immediately after the Member of the Mayoral Committee has replied to a question, the Councillor who asked the question may ask one supplementary question or make a short remark directly related to the original question or reply.
- (6) At the discretion of the Speaker of Council, any Councillor may ask an additional supplementary question or make an additional remark related to the original question or reply.

99. Urgent Questions: Oral Reply

- (1) A Councillor who wishes to ask an urgent question for oral reply must submit a signed copy of the question to the Speaker of Council at least four (4) hours before the meeting of Council.
- (2) No single Councillor can ask more than one (1) urgent question for oral reply.
- (3) The Speaker of Council shall determine the urgency of a question, based on the form and content of questions. (Refer to rule 92).
- (5) The rules regarding the form, content and admissibility of questions apply to urgent questions.
- (6) The rules relating to restrictions on questions for oral reply apply to urgent questions

for oral reply.

- (7) If the Speaker of Council decides that the question should be answered urgently, she or he must –
 - a) Inform the Leader of the Executive Business; and
 - b) Call upon the Councillor to ask the question immediately after question time.
- (8) The Speaker of Council may allow an urgent question if it requires an urgent response from the Members of the Mayoral Committee.

100. Restrictions on questions for Written Reply

- (1) A Councillor may ask up to three questions for written reply per Council meeting.
- (2) Questions may not have more than ten (10) sub-questions.

101. Written Replies

- (1) The relevant Member of the Mayoral Committee must answer a question for written reply within ten (10) working days of the question first appearing on the question paper and submit same to the Executive Mayor for approval.
- (2) A Member of the Mayoral Committee may request more time to answer a question for written reply. The request must indicate the reasons for extra time required and must be received within five (5) working days after the initial receipt of the questions.
- (3) The Speaker of Council must decide whether or not to agree to the request.
- (4) If the written replies are considered unsatisfactory, the Speaker of Council must send the responses back to the relevant MMC requesting additional information or clarification within the stipulated time.
- (5) A written reply must have satisfactorily been dealt with by the second meeting of Council after it has first appeared on the question paper.

102. Executive Mayor's Question Time

- (1) Executive Mayor's question time is a period of up to thirty (30) minutes, quarterly during Council meetings, immediately preceding question time, during which questions selected may be put to and answered by the Executive Mayor.
- (2) The Speaker of Council must indicate, based on the provisions of the year planner, the question time for the Executive Mayor. There must be no Executive Mayor's question time during the Council meetings when the Executive Mayor's opening address, the Executive Mayor's State of the City Address and the vote on the annual budget are discussed in the Council.

- (3) A Councillor who wishes to put a question for oral reply to the Executive Mayor must deliver a signed request to the Secretary to Council not less than ten (10) working days before the day of the Council meeting before the Executive Mayor's question time during which she or he wishes to ask the question. Such a request does not have to include information about the topic or wording of the intended question.
- (4) The Speaker of Council selects at least four (4) questions for the Executive Mayor's question time based on the proportional allocation of time to all parties as per Council resolution.
- (5) A Councillor may ask only one question for oral reply at any Executive Mayor's question time.
- (6) Councillors may read their question but may not read speeches during the Executive Mayor's question time.
- (7) Immediately after the Executive Mayor has replied to a question, the Councillor who asked the question may ask one supplementary question or make a short remark directly related to the original question or reply.
- (8) At the discretion of the Speaker of Council, any Councillor may ask an additional supplementary question or make an additional remark related to the original question or reply.

CHAPTER 3
LEGISLATIVE ARM OF COUNCIL (ss 103 – 141)

Part 1
Office Bearers (ss 103 – 108)

103. Speaker of Council –

- (1) Must safeguard the independence of the Council and maintain the authority thereof.
- (2) Is the spokesperson for the Council in its relations with the other arms of Government and with outside institutions and persons. In representing the Council, the Speaker is responsible to the Council.
- (3) Must ensure that these rules are observed.
- (4) Must protect freedom of speech and debate in the Council and its committees.
- (6) Is responsible to the Council for the management of the Council.
- (7) Must discharge her/his responsibilities in an impartial way.
- (8) Must ensure public participation.

104. Absence of Speaker

If the Speaker of Council is absent or not available to perform the functions of Speaker, or during a vacancy, the Council must elect another Councillor to act as a Speaker of Council.

105. Relief of Speaker of Council during meetings

If the Speaker of Council needs to leave the Council during a meeting, she or he must be relieved by the Chairperson of Committees, or, if neither of them is present, by another Councillor identified by the Speaker of Council.

106. Chief Whip of Council

The Chief Whip of Council –

- (1) Is responsible for coordinating the Whippers.
- (2) Coordinates the deployment of Councillors to various committees.
- (3) Coordinates the allocation of speaking times subject to rule 52.
- (4) Ensures accountability of Councillors through the Whippers structures.
- (5) Is responsible for political interface among parties in the Council.

107. Appointment of the Chairperson of the Committee of Chairpersons

As soon as possible after an election or whenever the position of chairperson of the Committee of Chairpersons ('Chair of Chairs') is vacant, the Council must appoint a Councillor to this position.

108. Chairperson of the Committee of Chairpersons ('Chair of Chairs')

The chairperson of the Committee of Chairpersons ('Chair of Chairs') –

- (1) Is a member of the Programming Committee.
- (2) Oversees the implementation of policy with regard to the coordination and management of the work of committees, except those committees chaired by the Speaker.

Part 2

Committees (ss 109 – 122)

109 List of Committees

- (1) The Council has the following types of committees -
 - a) Section 79 Oversight Committees;
 - b) Section 79 Standing Committees;
 - c) Ward Committee in terms of section 73; and

d) Whippy Committee.

(2) Committees must be established or dissolved by resolution of Council.

(3) A Committee may establish a sub-committee, consisting of members of that committee only.

(4) (a) An *ad hoc* committee may be established to deal with a specific matter and it dissolves when it has reported on that matter.

(b) An *ad hoc* committee may consist of members of the committee and outside experts.

(c) Experts from outside the Council may not vote in the Committee.

110. Composition of Committees

(1) The Rules Committee must determine the number of members of a Committee.

(2) Political parties are entitled to be represented on Committees in substantially the same proportion as the proportion in which they are represented in the Council.

(3) The Council and parties represented in the Council should, as far as possible, ensure that women are represented on all Committees.

(4) Non-members and parties that are not represented on a Committee must inform the Chairperson of the Committee of their intention to attend the Committee meeting to address a particular matter. The non-member may be granted speaking rights in the Committee but may not vote.

111. Appointment of Committee members

(1) The Chief Whip of Council in consultation with the whips of political parties must nominate members of the committees and submit the nominations to the Speaker of Council.

(2) The Council must appoint the members of the committees as soon as possible after the election of the Council or whenever a vacancy arises, on the recommendation of the Rules Committee.

(3) Alternate members may be appointed on the proportional spread per party for member of a Committee. An alternate acts as a member when the member for whom the alternate was appointed, is absent or has vacated office.

112. Committee Resignations

(1) A member of a Committee wishing to resign from it, must tender her/his resignation in writing to the whip of the party of which she/he is a member and in a case of single member party sub-rule 2 below shall apply.

- (2) The whip of the party/ single member party must notify the Chairperson of the Committee and the Chief Whip of Council in writing.
- (3) The Chief Whip of Council, after consultation with the party concerned, shall, in writing, communicate the formal replacement to the chairperson of the committee, and in writing notify the Speaker of Council and Chair of Chairs for their information.

113. Committee Membership Replacements

- (1) Whenever a Committee membership replacement becomes necessary, the Chief Whip of Council must, after consultation with the whip of the party concerned, notify in writing the affected chairpersons accordingly.
- (2) The Speaker of Council and Chair of chairs shall be notified in writing of the replacements by the Chief whip for their information.
- (3) The report of the Rules Committee must be tabled to Council quarterly on the resignations in terms of rule 112 and/or membership replacements in term of this rule.

114. Committee Chairperson Nominations

- (1) The Speaker of Council must call for nominations by forwarding nomination forms to the whips of political parties, within ten(10) working days of Council elections or vacancy;
- (2) The political parties must submit nominations to the Speaker of Council five (5) working days prior to the Council meeting;
- (3) The Speaker of Council must table the proposed nominations in the form of a report with the nomination forms attached to the agenda for approval by Council.

115. Committee Chairperson Responsibilities

- (1) A committee chairperson –
 - (a) presides at meetings of the committee;
 - (b) Represents the committee on the committee of Chairpersons;
 - (c) Determines the agenda of each meeting of the committee.
 - (d) Performs the functions, tasks and duties and exercises the powers that the committee, as per resolutions of the Council may assign to the chairperson;
 - (e) Must cast a deciding vote if there is an equal number of votes on each side of question before the committee; and
 - (f) May act in any matter on behalf of and in the best interest of the committee when it is not practical to arrange a committee meeting to discuss the matter, if the matter concerns –

- (i) a request by a person to give evidence or make an oral representation to the committee;
- (ii) Any other request to the committee; or
- (iii) Decisions or the initiation of any steps necessary for the committee to perform its functions or exercise its powers.

(2) A Committee may set aside any decision taken by its chairperson in terms of sub-rule (1) (f).

116. Absence of Committee Chairperson

In the absence of the Chairperson, the Committee must elect one of its members to act on behalf of the Chairperson. The Committee Secretariat is to facilitate the election of the acting Chairperson.

117. Relief of Committee Chairperson during meetings

If the Committee chairperson needs to leave the Committee during a meeting, she or he must be relieved by another Councillor identified by her/him.

118. Combined Committee

- (1) The Speaker of Council may combine two or more committees to form a new committee for a specific purpose.
- (2) The Speaker of Council must appoint one of the chairpersons involved as the chairperson of the combined committee.

119. Duration of Committees

- (1) A Committee continues to exist until the Council is dissolved or its term expires unless the Speaker of Council, with good reason, or the Council resolves that the Committee should be disestablished.
- (2) Despite sub-rule (1), an *ad hoc* committee and a combined committee formed by the Speaker of Council under rule 118 continues to exist only until it has completed its business.

120. Powers of Committees

Every Committee may –

- (1) determine its own procedures, subject to these rules;
- (2) determine its annual programme, subject to the programme of Council;
- (3) consider items referred to it;

- (4) investigate and report on issues that are referred to it or on its own initiative;
- (5) exercise oversight of the Executive;
- (6) call for evidence, summon persons to appear before it and require them to produce any documents that it requires, or respond to questions;
- (7) publish an item that is before the committee for written and oral representations from and comments by the public;
- (8) hold public hearings;
- (9) receive submissions from the public;
- (10) establish sub-committees; and
- (11) exercise any other powers granted to it by resolutions of the Council.

121. Matters referred to Committees

A matter may be referred to a Committee by the Speaker of Council, Programming Committee or by a resolution of the Council. If there is a dispute about which Committee should deal with a matter, the Speaker of Council must decide.

122. Meetings of Committees

- (1) The Speaker of Council must convene the first meetings of committees within ten (10) working days after the appointment of its members.
- (2) With the consent of the Speaker of Council, a Committee may meet at a venue outside the precincts of the Council.

Part 3

Proceedings of Committees (ss 123 – 129)

123. Quorum

The quorum must be composed of fifty percent (50%) plus one (1) of members of that committee.

124. Decisions

- (1) A decision must be reached by fifty percent (50%) plus one (1) of the committee members present.
- (2) Questions before a Committee are decided by majority of the votes cast.
- (3) The Chairperson of the Committee does not vote unless there is an equality of votes at which point he or she must cast the deciding vote.

125. Order in Committee meetings

- (1) The right of the Chairperson of the Committee to speak takes precedence over the right of other members to speak.
- (2) Committee members must be allowed to speak and debate freely in committee meetings but they may not –
 - (a) Discredit the Council by using disrespectful words;
 - (b) Use offensive language; or
 - (c) Comment upon the merits of any matter or unsubstantiated matter pending before the Courts in a way that would interfere with the administration of justice or infringe upon the independence of the courts.

126. Suspension and adjournment of proceedings

- (1) Only the Chairperson of the Committee may suspend or adjourn the proceedings of the Committee.
- (2) When a meeting is adjourned, the Chairperson of the Committee must decide when the meeting should resume.

127. Joint meetings of Committees

- (1) A Committee may meet with any other Committee in order to consider a matter of mutual interest.
- (2) The Chairpersons of the Committees involved must determine the agenda for a joint meeting of Committees and who must chair. In the absence of agreement, the Speaker of Council must determine the agenda and decide who should chair.
- (3) When a report of the joint meeting is required or when the Committees decide that a report on their joint meeting is necessary, the Committees must decide whether each Committee should write a separate report or whether a joint report is appropriate.
- 4) The joint committee must report back to Council at the conclusion of its work.

128. Vertical meetings between Council and other spheres of government

- (1) A Committee may meet with other spheres of government in order to consider a matter of mutual interest.
- (2) The Chairpersons of the Committees involved must determine the agenda for a meeting.
- (3) Minutes of the meeting must be compiled and distributed.

- (4) The Committee of Council must report back on its interactions with the other spheres of government in Council.

129. Informing the Member of the Mayoral Committee

When a Committee requests an official of Council, MoE and Utility to attend a Committee meeting, the responsible MMC must be informed in writing ten (10) working days prior (or earlier) to the committee meeting.

Part 4

Committee Reports (ss130 – 134)

130. Reports to Council

The following reports must be submitted to Council by committees –

- (1) Committee reports on referred matters by Programming Committee and Council within sixty (60) working days after referral by the Programming Committee and/or Council.
- (2) Committee reports on quarterly SDBIP reports within thirty (30) working days after referral by the Programming Committee.
- (3) Committee report on Annual Reports within sixty (60) calendar days after referral by the Programming Committee.
- (4) Committee oversight report on IDP and Budget within sixty (60) calendar days after referral by the Programming Committee.
- (5) Oversight Visit Reports within thirty (30) working days after the visit.
- (6) Annual Committee Performance Reports within sixty (60) working days after the end of the financial year.

131. Annual Committee performance reports to the Council

- (1) The Chairperson of the Committee should submit an annual report to Council. The committee's annual report should include an assessment of the way in which the Committee has fulfilled –
 - a) its oversight responsibilities; and
 - b) the goals identified in its annual programme.
- (2) The Chairperson of the Committee may not purport to reflect a Committee view when she/he has not been mandated accordingly.

132. Reports on study visits

- (1) Committees must table a report to Council within a month of any study visits that they have undertaken.

- (2) The leader of the delegation must ensure that the report is tabled in accordance with (1) above.

133. Content of Committee reports

- (1) Every report of a Committee must reflect the agreement reached in the Committee. In the absence of agreement, the report must reflect the decision of the Committee and dissenting views.
- (2) When there is substantial disagreement on policy issues, a minority report must accompany the committee report.
- (3) Every committee report must be set out in the approved report format.
- (4) A minority report must –
- a) Identify clearly the policy issues on which there is substantial disagreement and the reasons for the disagreement;
 - b) Set out the view of the minority on the policy issues; and
 - c) Set out the alternative approach that the minority proposes.
- (5) Every Committee report must –
- a) Summarize the committee process including reflecting in the report –
 - (i) The number of meetings held in dealing with the matter;
 - (ii) The extent of involvement and participation by the administration in the committee's process, including reflecting the views of the Executive on the matter;
 - (iii) The extent of involvement and participation by the public and primary stakeholders in the committee's process, including reflecting the submissions or inputs of the public or stakeholders on the matter; and
 - (iv) The degree to which the matter fulfils the city's obligation to promote, advance and fulfil the principles in Chapter 2 of the Constitution (Bill of Rights) and, particularly, gender equity and socio-economic rights of the citizens of the Ekurhuleni Metropolitan Municipality.
 - b) Provide a detailed explanation of the position of the committee on the matter based on among other things, the requirements in paragraph (a) above.

134. Member in charge

- (1) A committee report must be presented to the Council by the Chairperson of the Committee or, in her/his absence, another member of the committee so designated. This person is the member in charge.

- (2) A member of the committee may not speak on the report during its consideration in Council unless the member's views are recorded in the report as dissenting views or the member has tabled a minority report in terms of rule 133(1) and (2) respectively.

Part 5

Bills and other matters from National or Provincial spheres for Council decision (ss 135)

135. Referral of matters from Parliament or Provincial Legislature

- (1) When a Bill or any matter affecting local government is introduced or tabled in parliament or the provincial legislature, the Secretary to Council must immediately deliver particulars of the Bill or matter and any accompanying papers to the Speaker of Council.
- (2) The Speaker of Council must refer the Bill or matter and any accompanying papers to the relevant committee if she or he believes that the matter is of importance to the City and should be considered by a Committee for its views.
- (3) The Secretary to Council must make copies available on request to any Councillor.
- (4) The relevant MMC must be invited to express the views of the Executive on the Bill as well as the implementation and funding plan.
- (5) Provision must be made for national and/or provincial committee public hearings by the relevant Council committees.
- (6) The Committee to which the Bill or matter is referred under this rule, must report back to Council within a time specified by the Speaker of Council in the referral, and must recommend in its report whether Council should take a formal position to –
- a) Support the bill or matter;
 - b) Support the bill with amendments or alternative to the matter;
 - c) Not support the bill or matter; and
 - (d) Mandate a suitable Councillor to represent the City's position in the deliberations on the bill or matter at SALGA.
- (7) The report of the committee on the Bill or matter must –

- a) Summarize the committee process at which the Bill or matter was discussed;
 - b) Summarize the participation of the Executive, the public and primary stakeholders;
 - c) Deal in separate sections with the policy and detail of the Bill or matter;
 - d) Provide an explanation of the position of the Committee on the Bill or matter;
 - e) Explain in general terms any amendments or alternative being proposed by the Committee on the Bill or matter; and
 - f) In respect of disagreement in the Committee, reflect compliance with and application of the requirements of rule 133.
- (8) The Speaker of Council must submit to SALGA the resolution of Council and the report of the Committee on the matter as soon as possible.
- (9) The designated Councillor must report back to Council or to the Committee the outcome of the deliberations at SALGA at the next Council or Committee meeting after SALGA's meeting on the Bill or matter.

Part 6

Terms of reference (ss 136)

136. Terms of Reference of all Committees

All Committees of Council will perform specific functions as provided for in the Committees' Terms of Reference which are to be read and applied in conjunction with the powers conferred in terms of rule 120.

*Part 7**Secretary to Council and Records of Council (ss 137 – 141)***137. Duties of Secretary to Council**

In addition to the duties mentioned in these rules, the Secretary to Council is responsible for the regulation of all matters connected with the business of the Council, subject to direction of the Speaker of Council or the Council.

138. Minutes of Proceedings

The Minutes of Proceedings must be taken by the Secretary to Council and, after having been perused by the Speaker of Council, must be distributed to each Councillor.

139. Journals of the Council

The Minutes of Proceedings, signed by the Speaker of Council, constitute the Journal of the Council.

140. Agenda

- (1) The Secretary to Council must compile the agenda for each Council meeting and send it, both in hard and electronic copy, to each Councillor at least forty-eight (48) hours prior to the meeting.
- (2) The Speaker of Council may, in exceptional cases, authorize the Secretary to Council to distribute the agenda or specific items in the agenda less than forty-eight (48) hours prior to the meeting.

141. Custody of papers

- (1) The Secretary to Council has custody of all records, audio-visual recordings and papers of the Council.
- (2) Records, audio-visual recordings or papers of the Council cannot be removed from the precinct of the Council without the permission of the Speaker of Council.

CHAPTER 4**EXECUTIVE ARM OF COUNCIL (ss 142 – 148)****142. Appointment of the Executive Arm of Council**

When the Executive Mayor appoints or dismisses Members of the Mayoral Committee, she/he must inform the Speaker of Council in writing within seven (7) working days.

143. Leader of Executive Business

The Leader of Executive Business is responsible for managing the interface between the Executive and the Council Legislature.

144. Executive Mayor's Speech

- (1) The Executive Mayor must, every second month, deliver a speech in Council which must be debated in accordance with rule 52.
- (2) The proportional time allocation to political parties on the Executive Mayor's speech must be in accordance with Annexure B hereof.

145. Duties of Members of the Mayoral Committee to the Legislature

- (1) Every Member of the Mayoral Committee must submit to the Legislature –
 - a) Quarterly reports on the performance of departments and Municipal owned Entities (MoEs) within 30 days from the end of the quarter. Quarterly reports must include -
 - (i) A section that shows by ward number (in numerical order) a progress report on planned activities and services provided in that ward, and where applicable the community based plans the department/MoE is responsible for delivering;
 - (ii) A section that shows by region, a progress report on all CAPEX programmes and new service provision that cannot reasonably be identified by Ward;
 - (iii) All community input into participatory processes, received within the previous quarter and the response of the department/MoE on each input.
 - (iv) The head of the department's/MoE's quarterly progress report; and
 - (v) A breakdown of all reported service delivery failures recorded in the quarter, by type; the number outstanding at the end of the quarter; and the average time taken to close said failure(s).
 - b) Annual reports on the performance of departments and MoEs, within sixty (60) days from the end of the financial year. The annual reports must include-
 - (i) A section which shows by ward number (in numerical order) progress on the implementation of services provided in that ward, SDBIP including targets and indicators;
 - (ii) A section which shows by region, a report on all CAPEX programs and new service provision that cannot reasonably be identified by Ward;
 - (iii) All community input into participatory processes, received within the financial year and the response of the department/MoE on each input.
 - (iv) The head of the department's/MoE's annual SDBIP report; and
 - (v) A breakdown of all reported service delivery failures recorded in the financial year, by type, the number outstanding at the end of the financial year and the average time taken to close said failure.
 - c) Any other report requested by Council or a Committee of Council, unless prescribed otherwise by the Committee.

- d) A suite of planning documents to accompany the annual budget, which must include –
 - (i) A section which shows by ward number (in numerical order) the planned activities and services provided in that ward, and where applicable the community based plans the department/MoE is responsible for delivering;
 - (ii) A section which shows by region, all CAPEX programs and new service provision that cannot reasonably be identified by ward; and
 - (iii) All community input into participatory processes received within the annual cycle and the response of the department/MoE on each input.
- (2) Every Member of the Mayoral Committee must ensure that a reply is given to every question put to her/him by Council, a Councillor or a Committee.
- (3) When the Legislature or any of its committees bring a matter to the attention of the Member of the Mayoral Committee, she/he must submit a response to the Legislature or Committee within the stipulated time, if a response is required.
- (4) The receipt of the responses must be tracked by the relevant Oversight Committee and must be followed-up by correspondence sent to the relevant Member of the Mayoral Committee if a reply wasn't received within the set timeframes and/or if additional information is required.
- (5) The relevant Oversight Committee will report to Council on the outcome in terms of sub-rules (3) and (4) above.

146. Respond to questions in Committee meetings

Obligations of the Executive/administration to attend and respond to questions in Committee meetings must be in line with the Council approved guidelines on attendance of Executive/administration in Section 79 Committee meetings.

147. Matters affecting Members of Mayoral Committee

- (1) When the Legislature or any of its Committees brings a matter to the attention of the Member of the Mayoral Committee, it must indicate –
 - (a) Whether or not it requires a response from the Member of the Mayoral Committee; and
 - (b) That, where a response is required, this must be within thirty (30) days, unless otherwise stipulated by the Committee.
- (2) The Secretary to Council must send any resolution affecting the Member of the Mayoral Committee to the Leader of Executive Business within seven (7) working days of the Council meeting.

148. Return on Implementation of Decisions of the Council

- (1) The Executive Mayor must report on a quarterly basis on the implementation of all Council resolutions. The Agenda of the meeting of the Council must include a return

showing the status of the implementation of each decision of the Council that has not yet been reported as having been finalized on the afore-going schedule.

- (2) On the recommendation of a Committee, Council may pronounce appropriate measures to be taken by the Executive Mayor in the case of consistent failure to implement decisions of Council.
- (3) The Executive Mayor must report back at the next Council meeting on measures taken and the outcome thereof.
- (4) Council shall reserve the right to give final pronouncement on what further steps should be taken, if measures taken under sub-rule (2) above prove ineffective.

CHAPTER 5 **BY-LAW MAKING PROCESS (ss 149 – 161)**

Part 1

Introducing of by-laws (ss 149 – 151)

149. Types of By-laws

Draft by-laws may be introduced as-

- (1) An Executive draft by-law – one that is introduced by the Member of the Mayoral Committee;
- (2) A Committee draft by-law – one that is initiated and introduced by a Section 79 Committee;
- (3) Councillor initiated draft By-law – one that is initiated by an individual Councillor.

150. Terminology

All draft by-laws tabled in Council must be drafted in clear and simple language, and must use as little technical language as possible.

151. Memorandum on draft By-law

Every draft by-law shall be introduced together with a memorandum and drafted in simple, clear and non-technical language, as far as possible setting out the following –

- (1) Intent of the proposed draft by-law.
- (2) Motivation for the proposed draft by-law.
- (3) The reasons for and the possible effects of the draft by-law in a socio-economic impact statement with due consideration to Chapter 2 of the Constitution on the "Bill of Rights" where applicable.
- (4) Conformity with the Constitution, applicable legislation and policies of Council.

- (5) An environmental impact statement where necessary.
- (6) The financial implications of the draft by-law as well as its implications for the Community.
- (7) An account of the steps to enhance public involvement in the development of the draft by-law.

Part 2

Steps prior to Introduction (ss 152 – 155)

152. Executive draft by-laws

As soon as possible after the Executive has approved the introduction of an Executive draft by-law, the Leader of Executive business must –

- (1) Provide formal notice to the Speaker.
- (2) Supply the Speaker with a copy of the proposed draft by-law and its memorandum.

153. Committee draft by-laws

- (1) A committee may introduce a draft by-law in Council, through the Programming Committee.
- (2) The Speaker must place the committee's proposal on the Council agenda for a decision.

154. Councillor initiated by-laws

- (1) A councillor who wishes to introduce a draft by-law must table proposals for such a by-law for consideration first by Rules Committee
- (2) The Speaker must table the Councillor's proposals on the agenda of the Rules Committee for consideration.
- (3) In the event the Rules Committee supports the Councillor's proposals, the Rules Committee must submit its report to the Programming Committee and the provisions of rule 156 must apply.

155. Resolution to make a draft By-law and referral

- (1) The Programming Committee must refer the draft by-law to Council for introduction.
- (2) Council must pass a resolution declaring its intention to make a draft by-law in terms of the Gauteng Rationalisation of Local Government Affairs Act.
- (4) The Speaker of Council must refer the draft by-law to the relevant Section 79 Committee/s for consideration.

- (5) All the comments and representations received from the community must be submitted to the relevant committee for consideration before it completes its consideration of the draft by-law.
- (6) In cases where a draft by-law may be affecting the work of more than one committee, these committees must confer as per the referral of the Speaker of Council.

Part 3

Public Comment and Notice (ss 156)

156. Public comment and notice

- (1) After Council has passed a resolution declaring its intention to make a draft by-law, it must announce its intention to do this by notice in the *Provincial Gazette* and in one or more newspapers circulating within the jurisdiction of the Ekurhuleni Metropolitan Municipality.
- (2) The notice in which the public's comments are invited on a proposed draft by-law must state that –
 - a) Comments are invited;
 - b) What the draft by-law deals with, in summary form;
 - c) A contact name and address where enquiries may be directed;
 - d) A place where copies of the by-law can be obtained and where the draft by-law may be inspected; and
 - e) The period during which comments may be made (which may not be less than a month) and the place where comments on the draft by-law may be lodged.
- (3) The Committee must consult with relevant interest groups and consider comments and the content of consultations before the draft by-law is made.
- (4) If Council has not made a draft by-law within one year of the announcement referred to in sub-rule (1) above, the draft by-law cannot be made unless the procedure of announcement of the intention is repeated.

Part 4

Consideration by Committees and Council (ss 157 – 161)

157. Consideration of a draft by-law by Committees

- (1) The Chairperson of the Committee must refer the proposed draft by-law and any accompanying papers in respect of rule 153 by-laws, to the relevant MMC with a request that she or he submit the views of the Executive, implementation and funding plan of the Executive on the proposed draft by-law to the Committee.
- (2) The Chairperson of the Committee must invite in writing the relevant MMC to the Committee to express the views of the Executive, implementation and funding plan of the Executive on the proposed draft by-law in respect of rule 152 by-law.

- (3) A Committee to which a draft by-law has been referred, shall have all the powers with regard to the draft by-law and shall follow the public consultation procedures prescribed for Committees in the rules, unless the Council by resolution determines otherwise.
- (4) A committee shall consider and deliberate on the draft by-law.
- (5) The Committee must invite public comment and invite stakeholders to attend meetings of the Committee and make representations on the draft by-law.
- (6) At its discretion, the Committee may elect to conduct public hearings on the draft by-law.
- (7) The Committee must analyse oral and written submissions made on the draft by-law.
- (8) The Committee may amend the draft by-law.
- (9) The Committee may refer the amended draft by-law to the relevant department for comment.

158. Report of Committee on referred draft by-law

- (1) The committee to which the draft by-law has been referred should report back to Council at the conclusion of its work on the referred draft by-law. The Committee must table in Council
 - a) Its report;
 - b) The proposed draft by-law that has been agreed to by it.
- (2) In its report, the Committee over and above the requirements of rule 133(5) must-
 - a) State whether it recommends to Council approval of the proposed draft by-law with or without amendments, a redraft of the draft by-law or rejection of the draft by-law.
 - b) In the event amendments are proposed, specify each amendment agreed on by it and each amendment that was considered and rejected by it with accompanying reasons.
 - c) If it is not a unanimous report –
 - i) Specify in which respects there was no consensus; and
 - ii) Reflect the views of the minority in the committee.
- (3) The Committee may further report on any matter arising from its deliberations on the proposed draft by-law but which is not necessarily related to the draft by-law.

159. Withdrawal of by-law

Only the Committee, to which the draft by-law has been referred, may recommend to Council the withdrawal of a draft by-law.

160. Consideration of a draft by-law by Council

The decision and voting on the committee report and recommended draft by-law must be dealt with in terms of the provisions of Chapter 2, rules 73 – 78 subject thereto that the draft by-law can only be passed with a supporting vote of a majority of the members of Council.

161. Publication of by-law

Council approved by-law must be published in the *Provincial Gazette* by the Executive, announcing the coming into operation of the by-law or specifying any other date of the coming into operation of the by-law.

CHAPTER 6 ETHICS, PRIVILEGE AND CONTEMPT (ss 162 – 171)

162. Legislative mandate

The provisions of –

- a) Section 161 of Act 108, 1996 (Constitution);
- b) Section 28 of Act 117, 1998 (Municipal Structures Act);
- c) Act 1 of 2002 (Gauteng: Privileges and Immunities of Councillors Act); and
- d) Schedule 1 of Act 32, 2000 (Code of Conduct - Municipal Systems Act), must inform and guide the interpretation and application of the rules in this Chapter.

Part 1

Privilege and contempt (ss 163 – 169)

163. Ethics of Council

The Council must conduct its business in a way that ensures that it is a free and independent institution, able to fulfil its role of representing the public. To do this, the Council and all its members must act in an ethical way and protect the powers, privileges and immunities of the Council.

164. Privilege of Council

The privileges of members of the municipal Council include –

- (1) The privilege of freedom of speech in the Council and any of its committees conferred by Section 1 of the Gauteng Privileges and Immunities of Councillors Act, 2002;
- (2) Immunity from liability for civil or criminal proceedings, arrest, imprisonment or damages to the extent conferred by Gauteng Privileges and Immunities of Councillors Act; and
- (3) Any other privileges or immunities conferred by the Constitution and the Municipal Structures Act.

165. Contempt of the Council

- (1) Contempt of the Council is conduct which potentially or actually interferes improperly with the ability of the Council, its committees or any of its members to perform their functions.

(2) A breach of privilege is contempt of the Council.

(3) Contempts include, but are not limited to

- a) Failing to attend Council or its Committee meetings, including when summonsed to do so;
- b) Failing to report to the Council or one of its Committees when required to do so;
- c) Giving evidence to Council or any of its Committees knowing it to be false;
- d) Giving someone an inducement not to give evidence to Council or any of its committees;
- e) Making injurious comments and false statements when speaking in Council or any of its committees;
- f) A breach of the rules, including a breach of the code of conduct;
- g) Failing to obey the Speaker of Council's ruling, order and/or resolution of the Council; and
- h) Deliberately and/or recklessly and knowingly providing materially, factually inaccurate and misleading information to the Council or any of its Committees.

166. Raising a breach of privilege or contempt

- (1) A Councillor may raise a matter relating to contempt, including a breach of privilege in writing to the Speaker of Council.
- (2) The matter must be raised as soon as possible after it has occurred and, in any case, before the next plenary meeting of the Council.
- (3) If a matter raised in writing with the Speaker of Council concerns another Councillor, the Councillor raising the matter must concurrently provide the Councillor against whom the contempt is alleged, with a copy of the document submitted to the Speaker of Council.

167. Formulation of the allegation

An allegation of contempt must be formulated as precisely as possible, providing but not limited to

- a) The name of the Councillor alleging the contempt;
- b) The name of the Councillor against whom the contempt is levelled;
- c) The nature of the contempt; and
- d) The specific rule upon which the allegation is based.

168. Consideration by the Speaker

- (1) When a Councillor informs the Speaker of Council of a matter under rule 165, the Speaker of Council must determine whether contempt is involved.

- (2) In determining whether contempt is involved, the Speaker of Council must take into account the importance of the matter.
- (3) If the matter is technical or trivial and does not warrant the further attention of Council, the matter does not constitute contempt.
- (4) The Speaker of Council's ruling shall be final.

169. Speaker's decision

If in the opinion of the Speaker of Council, the matter constitutes contempt, she/he must refer the matter to the Ethics Committee for processing in accordance with the Committees' Terms of Reference.

Part 2

Proceedings of the Ethics Committee (ss 170 – 171)

170. Report of the Ethics Committee

- (1) When the Committee has completed its proceedings on the matter, it must table a report on its findings with recommendations for consideration and decision by Council.
- (2) If the Committee finds that the Councillor concerned has committed a breach of privilege or contempt, the report must recommend an appropriate sanction as authorized by the provisions of the Code of Conduct for Councillors.
- (3) If the Committee considers it necessary and not prejudicial to the rights of any party to the matter, it may append submitted evidence to its report for Council's information.
- (4) Rule 133 does not apply to a report of the Ethics Committee, but dissenting views of members of the committee must be appended to the report.

171. Decision by the Council

- (1) The Committee must refer its report with recommendations to Council for approval.
- (2) The report of the Committee may not be debated in Council.
- (3) A roll call may be called where there is a possibility that the adoption of the report could result in personal liability to Councillors who support the adoption of the report.
- (4) Council may only approve or refer the report back to the Committee for reconsideration and report back.
- (5) Should Council not approve the reconsidered report of the Committee, the matter falls away.

Annexure A**ORDER OF BUSINESS OF ORDINARY MEETING**

- (1) The order of business of an ordinary meeting convened in terms of Section 29 of the Act shall be as follows:
- (a) Opening.
 - (b) Applications for leave of absence.
 - (c) Official notices.
 - (d) Proposals of condolence or congratulations by the Speaker of Council subject to the following:-
 - (i) The Whips of all political parties may make written submissions with regard to condolences and congratulations to the Speaker.
 - (ii) The Office of the Speaker must receive such submissions twenty-four (24) hours prior to the Council meeting where they are to be announced.
 - (iii) Late submissions received will not be considered unless the Speaker of Council specifically waives the provisions of sub-rule (1)(d)(ii) above.
 - (iv) The Speaker of Council will make the final decision as to which written submissions or portions thereof are relevant to Ekurhuleni and will be announced at the Council meeting.
 - (v) That a maximum of fifteen (15) minutes will be allowed for such announcements based on the proportional representation of parties in Council.
 - (e) Minutes of the previous meeting.
 - (f) Speech by the Executive Mayor (every second month).
 - (g) Questions of which notice has been given.
 - (h) The reports of the Executive
 - (i) Delegated matters
 - (ii) Non delegated matters
 - (i) Petitions
- (2) The Speaker of Council may, at her/his discretion, alter the sequence of the order of business on the agenda.
- (3) If a proposal in terms of subsection (1)(d) is opposed, such proposal lapses without further discussion.

- (4) After the Executive Mayor has delivered his/her speech at a Council meeting under the item (1)(f) above, comments may be received on such announcements subject to the following :
- (a) The time period and proportional allocations in terms of Schedule B hereto.
 - (b) The Speakers' lists submitted in accordance with rule 51 above.
 - (c) The comments made under this provision must be limited strictly to the Executive Mayor's announcements only.
 - (d) The Speaker of Council is authorised to rule any comments made hereunder to be out of order, which ruling is not subject to debate. If the Speaker has thus ruled, the member who made such comments stops debating and must return to his/her seat forthwith.
 - (e) The Executive Mayor closes the debate after all speakers under this heading.

Annexure B**PROPORTIONAL TIME ALLOCATION FOR DEBATES**

(1) The maximum time allocated for debate on Non-Delegated Items is 89 minutes proportionally allocated per political party as follows:-

- (i) ANC - 56 minutes
- (ii) DA - 28 minutes
- (iii) Minory Parties - 5 minutes

(2) The maximum time allocated for debate on the Executive Mayor's speech is 47 minutes proportionally allocated per political party as follows:-

- (i) ANC - 28 minutes
- (iv) DA - 14 minutes
- Minory Parties - 5 minutes

IMPORTANT Information from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.



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